

~~CONFIDENTIAL~~

NPIC/D-120-70

13 APR 1970

MEMORANDUM FOR: Deputy Director for Intelligence

SUBJECT : NPIC Support Staff and Its Chief

1. I am planning to move the support elements of the Center -- logistics, security, personnel, training, finance and communications -- out of the Technical Services and Support Group and to establish them as a Support Staff reporting directly through me to the Director, NPIC. The Support Staff will be headed by a GS-16 who will have a GS-15 as his deputy.

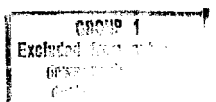
2. In considering and planning this change, I examined the possibilities that this Support Staff might be headed by a GS-15, or that the chief might be a GS-16 without a deputy or one with a GS-14 deputy. I rejected these possibilities for the reasons described below.

3. As background, the support functions presently are managed by two officers assigned by the Directorate for Support -- the present Executive Officer of the Technical Services and Support Group and the Chief of that Group's Support Services Division. These officers are a GS-16 and a GS-15 respectively and occupy Center positions at those grades. These are the same two positions which I shall use for the Chief and Deputy Chief of the new Support Staff.

4. The scope and magnitude of the Center's support functions and tasks justify management by officers of that rank.

a. The Chief of the Support Staff will be responsible to me for managing all building and building-related equipment matters. The building, as you know, is a large one, housing 1500-plus people, with special requirements for a wide variety of kinds of equipment for air conditioning, electrical power, photo processing chemicals, a cafeteria and kitchen, etc. The fact that GSA is responsible for building maintenance and construction work complicates these matters further, causing difficult coordination work involving the Center, the Support Directorate, the Intelligence Directorate, and GSA.

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b. He will be responsible to me for the planning and execution of arrangements and changes pertinent to introduction of new exploitation, scientific, and ADP equipment, as well as new arrangements resulting from organization changes insofar as they affect space, power, lighting, air conditioning, plumbing, etc.

c. He will be responsible to me for the ordering, inventory and movement of common supplies.

d. He will be responsible to me for security and safety involving the building and employees, administrative personnel matters, and training programs concerning the [] CIA employees, as well as some of these aspects affecting the [] employees of other agencies in the building.

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e. Both the Center's finance management and communications will be under his management.

5. In sum, the Chief of the Support Staff will manage all of these kinds of activities for the Director, NPIC. In doing so he will have the assistance of and personnel management responsibility for nearly 60 support employees, most of them assigned to the Center from the Support Directorate.

6. He also will maintain close coordination and liaison with the Support Directorate and its offices, as well as the Intelligence Directorate. He will frequently contact and work with senior officers of those components.

7. The Center's Planning, Programming and Budgeting Staff, which accomplishes the monitoring and coordination of the Center's substantive production, R&D and future planning programs, is headed by a GS-16 position. The Chief, Support Staff position will be of comparable stature and responsibility.

8. In recent conversations with senior Support Directorate personnel, including the Assistant Deputy Director, they have indicated their conviction that NPIC's present and anticipated support problems will best be dealt with by assignment of a super grade officer from the Support Directorate. I am convinced that the position warrants super grade rank whether it is filled by an officer from the Support Directorate or one from the Intelligence Directorate.

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